

11.0 Emergencies and Corrective Action

11.1 Site Emergencies

General emergency response information and procedures are included in the *Comprehensive Emergency Management System* and the *Health and Safety Manual*.

Rocky Flats Site-specific emergency response information is contained in the Site-specific appendixes to the above-referenced documents. Notification and reporting requirements for emergencies, accidents, and incidents are discussed in Section 15.3.

The Rocky Flats Adverse Weather Policy, included in the Rocky Flats Health and Safety Addendum in Appendix I, describes emergency procedures for various weather activities that may occur at the Site, including tornadoes, hail, strong winds, lightning, and snow. This policy can also be found on the RF-Share drive in the H&S folder.

Office building emergency response is covered in Section 11.3.

11.2 Dam Emergency Response

Rocky Flats emergency response information for the Site dams is contained in the *Emergency Response Plan for the Rocky Flats Site Dams* (Attachment B2). Notification and reporting requirements for emergencies, accidents, and incidents are discussed in Section 15.3.

11.3 Office Emergencies

For emergencies requiring outside responders (fire, medical, bomb threat, and so forth), any employee may call 911 for assistance. As soon as practical, notify supervisors or the LMS Site manager; however, safety and medical assistance take priority over all other actions. If building evacuation is indicated, the administrative assistant's telephone has a paging feature that can be used to notify all building occupants to evacuate to the designated assembly area. The fire alarm system at the Rocky Flats office will automatically summon the fire department to respond if activated.

The administrative assistant will maintain form LMS 2122e, Site Accountability Checklist, that names personnel assigned to the office building (this also includes people that travel to the Site). Forms are also located next to the accountability board at the main entrance of the office. As personnel reach the designated assembly area, the administrative assistant will indicate that the person has safely evacuated the building. In the absence of the administrative assistant, the H&S representative or the Site manager will perform this duty. If it can be performed safely and if there is any concern that unaccounted-for personnel may be in the building, the building wardens will check the building for remaining personnel. In accordance with the *Comprehensive Emergency Management System*, building wardens have been identified who are aware of the Rocky Flats office layout and various alternative escape routes.

The primary assembly point for the Rocky Flats Dover Street office will be the northwest corner of the front parking lot. If access to this area is blocked or this area is unsafe, the secondary

assembly point will be the far southwest corner of the parking lot at the intersection of Wadsworth and 108th Avenue.

The primary assembly point for the Site will be the west access gate area; however, if this area is not accessible or safe due to the nature of the emergency, personnel should locate a safe area near the Site and immediately call their supervision AND their LMS accountability contact. The LMS accountability contact is responsible for maintaining a list of personnel on Site, determining if all personnel safely evacuated the Site, and communicating with emergency personnel if someone cannot be located.

The LMS Site manager will notify management and initiate necessary notification and reporting in accordance with Section 15.3. Additional emergency response information is provided in the *Comprehensive Emergency Management System*.

Records disaster recovery response, if necessary, will be performed in accordance with the DOE-LM *Records Disaster Prevention, Mitigation, and Recovery Response Handbook* (DOE 2008b) and associated procedures.

11.4 Corrective Actions and Lessons Learned

After the immediate response and notification activities are completed in an emergency, the LMS Site manager and other appropriate personnel will perform an investigation in accordance with the *Health and Safety Manual*. After completion of the investigation, the LMS Site manager will determine, in consultation with QA and/or H&S personnel, if a root cause analysis or a corrective action plan is required.

Any incident or emergency will be evaluated by the LMS Site manager or designee for lessons learned that can be transmitted to other DOE-LM and LMS organizations. The Lessons Learned program is outlined in the *Quality Assurance Manual* (LMS/POL/S04320). Note that lessons learned may be developed for any issue or activity; they are not limited to emergency situations, but are intended to result in general and specific improvements to how work is performed.